

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
Substance Abuse

SALARY GROUP: B19

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 11/16/2010

POSITION #: 051078

**I. JOB SUMMARY**

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Provides consultative services and technical assistance to plan and implement the Substance Abuse program; conducts inspections and reviews to monitor substance abuse vendor contracts; and ensures compliance with contracted services, program policies and procedures, and state and federal laws.
- B. Develops and implements effective techniques for program evaluation; and studies and analyzes operations and problems and prepares reports of findings and recommendations.
- C. Prepares and assists in the preparation of administrative reports, studies, and specialized research projects; assists in preparing program budget requests; and reviews, analyzes, and maintains statistical program information.
- D. Confers with staff on program problems; prepares and oversees the preparation of training manuals and educational materials; provides liaison with agency staff, other agencies and organizations, and the public; and provides technical guidance and assistance on program issues and services.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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### III. MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, community supervision, or parole administration experience.
3. Parole officer experience preferred.
4. Current Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services preferred.

1. Knowledge of the methods and techniques related to correctional facilities and substance abuse treatment.
2. Knowledge of counseling and recovery methods and techniques related to alcoholism and chemical dependency, addiction, co-dependency, and related disorders.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of case management principles, objectives, standards, and methods preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.

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9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to train employees.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.